

MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 22, 2016

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Sandy Wormet, John Atkinson, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, and John Earl

Absent: Joy Casperson, Scott Beard, Bob McClyman, and Renee Greenland

Unexcused Absence: None

Staff Present: Jeff Housker, Susan Halbach, Jim Dahlke, Kari Labansky, Lisa Williams, and Craig Gaetzke

Guests Present: Paul Buschman

Opening

1. John Earl called the meeting to order. Roll call was taken with 11 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the June 22, 2016 agenda with change under III-Discussion Items, Letter C-Budget & Finance Report - because of the WIPFLI audit being presented, there will be no Budget & Finance Report. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

Motion was made by Donna Maly to adopt the April 27, 2016 meeting minutes. Seconded by David Moore. Passed unanimously. **MOTION CARRIED.**

John welcomed Paul Buschman of WIPFLI who presented our 2015 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, Low-Income Home Energy Assistance, and Commodity Food Program. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues were at 14% and expenses at 15.3%. The agency only spends 3.4% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 96.6% of funding goes out to serve clients.

We currently operate 14 programs with Weatherization at 26.68% of total expenses. Total revenue in 2015 was \$7,085,177 and total expenses were \$7,112,462. Net assets at the beginning of 2015 were \$5,905,767 and at the end of 2015 were \$5,878,482. The Statement of Financial Position reflected an increase in total assets of \$9,232,357 compared to \$9,219,417 in 2014. Expenditures for 2015 were at approximately \$7 million. Unrestricted net assets reflected a substantial increase to \$24,875 compared to \$2,279 in 2014; WIPFLI's suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures, with 50% of unrestricted net assets in cash. Unrestricted net asset balance should be between \$350,000 and \$700,000. Management letter comments included access rights in the accounting software. Paul thanked Kari and the financial staff on the excellent job they did for the audit. The Board of Directors thanked Paul for his presentation, and staff and administration for all their hard work.

2. **Board Member Elections**

Reappointment of Elected Officials:

John Earl congratulated and welcomed back Elected Officials serving on our board; Dave Repinski-Adams County, Bob McClyman-Columbia County, Donna Maly-Dodge County, John Wenum-Juneau County, and David Moore-Sauk County.

Election of Officers:

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred thanked John and mentioned that we received two nominations for Board President; John Earl and Charlie Krupa. Charlie Krupa respectfully declined and moved that nominations be closed and a unanimous vote be cast for John Earl as Board President. Seconded by John Wenum. With no further discussion, motion passed by unanimous vote by raise of hands. **MOTION CARRIED.**

Fred congratulated John and passed the meeting back to him.

John continued with the Board Vice-President election. The nominees were Charlie Krupa, Donna Maly, John Wenum and Sandy Wormet. Donna Maly, John Wenum and Sandy Wormet respectfully declined. Motion made by David Moore that nominations be closed and a unanimous ballot be cast for Charlie Krupa as Board Vice-President. Seconded by John Wenum. With no further discussion, motion passed by unanimous vote. **MOTION CARRIED.**

John announced that the nomination for Board Secretary was Muriel Harper. Motion made by Dave Repinski that nominations be closed and a unanimous ballot be cast for Muriel Harper as Board Secretary. Seconded by Stacy Ewert. With no further discussion, motion passed by

unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Dave Singer, Donna Maly, and Joy Casperson. Donna Maly and Joy Casperson respectfully declined. With no further nominations from the floor, Muriel Harper made a motion that nominations be closed and a unanimous ballot be cast for Dave Singer as Board Treasurer. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John reminded board members that one person will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

Motion was made by Sandy Wormet to accept election results reflecting John Earl as Board President, Charlie Krupa as Board Vice-President and PBP Committee Chair, Muriel Harper as Board Secretary, and Dave Singer as Board Treasurer. Seconded by John Wenum. Passed by unanimous vote. MOTION CARRIED.

3. President's Comments

John mentioned that we are working on some new building projects; the Mauston Apartment Building and a new Senior Housing Project coming up next in Necedah. He invited all board members to attend the PBP Committee meetings to participate in project planning. He offered congratulations to all staff and managers involved in maintaining our properties. John thanked board members for their active participation and the great job they do for the agency.

4. Executive Director's Report

Fred expressed congratulations to all board officers on their re-election and all County Elected Officials. He thanked the Finance staff for their attendance at the meeting and for their work on the audit. Fred said we are planning to reinstate agency participation in the retirement program in 2017. He reported on a Non-Profit Enterprising Conference he attended in Appleton in May.

Motion was made by John Wenum to accept the Executive Director's Report of June 22, 2016 with thanks to Fred. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

5. Budget & Finance Report

No report

6. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of May 13, 2016. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the March 11, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Committee members discussed options for Lot 2 in the Dells including holding on to the property for now or putting up a For Sale sign. Motion passed by unanimous vote to explore options further. Fred reported that on changes that may be coming from the Department of Children and Families regarding funding for the Skills Enhancement Program. Letters have been sent to delinquent accounts for our Car Loan Program. The Jobs & Business Development Program is running well. The new Mauston Apartment Building and Senior Housing Project in Necedah are current building priorities. New Beginnings made \$700 at their last brat fry fundraiser. We currently have one family in the Beaver Dam Women's/Families Shelter and three in the Men's Shelter. The remaining board members of Kenwood Properties signed a motion resigning from the board and assigning Fred Hebert, Donna Lynch, and Joy Casperson as new board members. Fred will be contacting the management company and it is our intention to have our EPF&A Committee appointed as the new Board of Directors for Kenwood Properties. The next meeting will be held on Friday, July 8, 2016.

Motion was made by John Atkinson to accept the PBP Committee Report of May 13, 2016. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of May 13, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the April 8, 2016 EPF&A Committee meeting. No personnel issues to report. Kari presented the Finance Report. Motion passed by unanimous vote approving the Finance Report as presented with thanks to Kari. Fred reported that the Department of Children and Families may be making the Skills Enhancement Program a competitive contract only awarding to five Community Action Agencies, meaning two-thirds of the State will lose access to the program. With Executive Director input, WISCAP has been working with legislators and also submitted a letter to Governor Walker; we await a response. The new Mauston Apartment Building and Senior Housing Project in Necedah are current building priorities. Fred reported the Bank of Mauston has two city lots they would like to donate to the agency. After discussion, motion was passed by unanimous vote approving the PBP Committee recommendation of exploring further options for Lot 2 in the Dells with the addition of putting up a For Sale sign on the property. John Atkinson reported another successful Rio Food Pantry Fundraiser held on May 1st which raised almost \$3,700. All board members are welcome to attend

our 17th Annual Golf Classic being held on June 9th. The remaining board members of Kenwood Properties signed a motion resigning from the board and assigning Fred Hebert, Donna Lynch, and Joy Casperson as new board members. Fred will be contacting the management company and the EPF&A Committee welcomed the idea of being appointed as the new Board of Directors for Kenwood Properties. The next meeting will be held on June 10, 2016.

John Earl asked board members to review the EPF&A Committee report of June 10, 2016. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the May 13, 2016 EPF&A Committee meeting. Personnel issues were discussed. Fred mentioned our pre-audit report from WIPFLI was very positive; WIPFLI will present at our June Board Meeting. Fred shared a letter from the head of the Department of Children & Families which was sent to State Representatives who supported WISCAP's position on the Skills Enhancement Program. They have decided to contract with all Community Action Agencies for another year, however the State will administer the program instead of WISCAP. A meeting was requested with the management company of Kenwood Properties. Committee members reviewed officer nominations for our upcoming board meeting. Volunteers from Harvest Church in Beaver Dam have put in many hours painting the Women's/Families Shelter on Beaver Street. Fundraising letters were sent out in Beaver Dam in March to generate more donations. Muriel reported the Beaver Dam American Legion Auxiliary is doing a peanut butter and jelly food drive. Our 17th Annual Golf Classic held on June 9th was a success. The grant application for our Mauston Apartment Building Project was submitted to the State of Wisconsin, Division of Housing on Monday. We are considering another bus trip to Lambeau Field sometime this summer. The next meeting will be held on July 8, 2016.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of May 13, 2016 and June 10, 2016. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

7. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

The Weatherization Program contract ending on June 30th has been completed successfully with over 500 units weatherized. The pilot program implemented which provided limited weatherization services to customers living in mobile homes with natural gas as their primary fuel was a success; we are currently negotiating terms with the Division of Energy Services to expand the program to stick built homes heated with natural gas. We are working with Western Dairyland on a collaborative

effort to provide services with our staff electrician traveling to their service area on a regular ongoing basis to wire exhaust fans and complete electric repairs as required for their Weatherization program. We hope to duplicate this cooperative effort with other neighboring Weatherization programs in the future. Our costs for installing exhaust ventilation and our overall unit costs are the lowest in the state. By keeping our installation costs low, we are able to provide very cost effective WX services to our customers. Craig Gaetzke reported on the Homeless Unit. We have currently served 62 households reflecting 185 individuals; total cost of services was \$89,709 and 146 rental assistance payments. Project Chance has assisted 23 households and 60 individuals year-to-date. The New Beginnings Women's/Families Shelter assisted 3 clients in May for 54 shelter nights and Men's Shelter assisted 4 clients for 54 shelter nights. Sauk County Rapid Re-Housing 13 families year-to-date with a total of \$11,234 spent on rents and security deposits. The Sauk County Transitional Housing assisted 2 clients year-to-date with a total of \$3,220 spent on rent and security deposit. The Point-In-Time Survey is coming up at the end of July. Craig is assisting with distribution of Crisis Assistance funding received from the National Exchange Bank. Lisa Williams presented the Hunger Reduction Program Report reflecting 3,626 households served in March of 2016 and 3,759 in April of 2016; this includes the 16 TEFAP Outlets served with USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 613 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$342. We also have 52 veterans vouchers leased up through our VASH voucher program.

Motion was made by David Moore to accept the Weatherization, Homeless, and Hunger Reduction reports of June 22, 2016. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

8. Old Business

John Wenum mentioned By-Law Section 1.02 stating that meetings of the Corporation shall be held at least bi-monthly, and By-Law Section 1.04 stating that the financial status of the Corporation shall be reviewed monthly by the Board of Directors, are conflicting. The issue will be reviewed at the next EPFA Committee Meeting.

9. New Business

Motion was made by David Moore to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2015 Financial Audit as presented by WIPFLI, LLP." Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

August 24, 2016 Board Packet

Motion was made by Muriel Harper to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the new Mauston Affordable Apartment Building Project name as: The John Wenum Family Apartments." Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

John expressed humble appreciation for the great honor of having the Mauston Apartment Building Project bear his name.

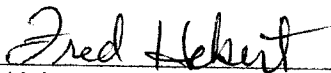
10. **Next Meeting**

Wednesday, August 24, 2016 @ 10:00 a.m.

11. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

June 23, 2016

Date